



Personal Service Contract Review Board
RFQ CONTRACT CHECKLIST

Agency:		Vendor:			
Contract #:		Contract Action: ___New, ___Renewal, ___Modification, ___Termination	Contract Type: ___Firm Fixed Price, ___Fixed Price w/ Price Adjustment, ___Definite Quantity, ___Indefinite Quantity, ___Requirements Contracts, ___ Other		
Effective Date:		Contract Term:			
A.	COMPLETE PACKAGE				
	All documents submitted in both MAGIC/SPAHRs and E-System	Yes	No	N/A	
	Notice of Publication 3-202.06.2	Yes	No	N/A	
	Procurement Documents	Yes	No	N/A	
	Original Contract and all Amendments/Modifications	Yes	No	N/A	
	Winning Bid/Proposal and All Price Submissions	Yes	No	N/A	
	All Bidder/Vendor Notifications/Correspondence	Yes	No	N/A	
	All Pre-Bid/Pre-Proposal Conference Documents	Yes	No	N/A	
	Protest Documents 7-113	Yes	No	N/A	
	Unexecuted Contract (Emergency - Executed)	Yes	No	N/A	
	Applicable Insurance Certificates	Yes	No	N/A	
	Bond letter for Utilization of State property by Contractor 7-115	Yes	No	N/A	
B.	PRE-SUBMISSION PROCEDURES				
	Information consistent throughout contract and procurement	Yes	No		
	Compliant with 7-114 (Post-Award Debriefing)	Yes	No		
	Compliant with 7-108 (Regulatory Bd. Approval)	Yes	No	N/A	
	Vendor registered with Secretary of State to do business in the State of MS	Yes	No		
	Procuring agency's legal staff has reviewed	Yes	No		
C.	RFQ PROCUREMENT 3-204				
	Content compliant with 3-204.02				
	1) A description of the services to be provided;	Yes	No		
	2) The minimum qualifications required, such as education, license(s), certification(s), experience, special skills needed to perform the services, the capacity and capability to perform the services within a relevant deadline, and the past record of performance with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;	Yes	No		
	3) The manner in which SOQ's will be evaluated, including the relative weight to be given to each qualification criterion, if not equal in weight;	Yes	No		
	4) An estimate of when and for how long the services will be required;	Yes	No		
	5) The type of contract to be used;	Yes	No		
	6) The deadline and manner the SOQ's are to be submitted;	Yes	No		
	7) The required form and content of the SOQ;	Yes	No		
	8) The method through which a price will be determined;	Yes	No		
	9) The deadline for submission of questions and posting of answers, if applicable;	Yes	No		
	10) Information regarding the pre-conference, if applicable;	Yes	No		
	11) Information regarding discussions with acceptable respondents, if applicable; and,	Yes	No		



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	12) A statement of minimum information that the SOQ should contain, including: (1) The name of the respondent, the location of the respondent's principal place of business and, if different, the place of performance of the proposed contract; (2) The age of the respondent's business and average number of employees over a previous period of time, as specified in the RFQ, except when respondent is a contract worker as defined in accordance with Section 3-101.04; (3) The qualifications, including licenses, certifications, education, skills, and experience of all persons who would be assigned to provide the required services; and, (4) A listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within a previous period of time, as specified in the RFQ.	Yes	No
	Price determined pursuant to 3-204.11	Yes	No
	13) The agency set the price; or	Yes	No
	14) The agency requested that respondents submit sealed pricing documents to be opened only after the evaluation of statements of qualifications (Multi-Step 3.204.12)	Yes	No
	Amendments (includes Question/Answer Documents) conducted in accordance with 3-204.04	Yes	No
D.	MULTI-TERM CONTRACT PROCUREMENT		
	Compliant with 3-502.03.1 and includes minimum requirements if Multi-Term		
	1) The amount of services required for the proposed contract period	Yes	No N/A
	2) That a unit price shall be given for each service, and that such unit prices shall be the same throughout the contract	Yes	No N/A
	3) That the multi-term contract will be canceled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period succeeding the first; however, this does not affect either the State's right or the contractor's rights under any termination clause in the contract	Yes	No N/A
	4) That the Procurement Officer must notify the contractor on a timely basis that the funds are or are not available for the continuation of the contract for each succeeding fiscal period; and,	Yes	No N/A
	5) That a multi-term contract may be awarded and how award will be determined.	Yes	No N/A
E.	INSURANCE	Yes	No
	Type of Insurance Required:	<input type="checkbox"/> Liability <input type="checkbox"/> Workers' Comp <input type="checkbox"/> Professional Liability	
	Insurance required in Procurement and Contract	Yes	No N/A
	Certificate is Current and Reflects Required Coverage	Yes	No N/A
	State/Agency named as Additional Insured	Yes	No N/A
F.	CONTRACT		
	Requested spending authority is supported by rates included in contract	Yes	No
	Compliant with 3-102.07 and includes minimum requirements		



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	1) What services is to be performed, 2) When the service(s) is to be performed, 3) How frequently the service is to be performed, 4) Where the service is to be performed, 5) How much the service will cost; and 6) Why the service is necessary.	Yes	No	N/A
G.	REQUIRED CLAUSES IN CONTRACT (Appendix C)			
	Applicable Law	Yes	No	
	Availability of Funds (multi-term)	Yes	No	
	Representation Regarding Contingent Fees	Yes	No	
	Representation Regarding Gratuities	Yes	No	
	Procurement Regulations	Yes	No	
	Trade Secrets, Commercial and Financial Information	Yes	No	
	Compliance with Laws	Yes	No	
	Stop Work Order	Yes	No	
	E-Payment	Yes	No	
	E-Verification	Yes	No	
	Transparency	Yes	No	
	Paymode (except contract workers paid in SPAHRS or exempt Contractors)	Yes	No	
	Termination for Convenience	Yes	No	
	Termination for Default	Yes	No	
	Termination Upon Bankruptcy	Yes	No	
H.	ADDITIONAL REQUIRED CLAUSES IN PROCUREMENT			
	Acknowledgment of Amendments 3-202.03.4	Yes	No	
	Certification of Independent Price Determination	Yes	No	
	Prospective Contractor's Representation Regarding Contingent Fees	Yes	No	
I.	OPTIONAL CLAUSES (Appendix D) (Please list them below)		Yes	No
	1.	6.		
	2.	7.		
	3.	8.		
	4.	9.		
	5.	10.		